

Minutes of the 5th meeting of the Internal Quality Assurance Cell (IQAC)

held on 14.12.2018 at 11.30 a.m. in the Committee Room

The following attended the meeting:-

1. Professor Prof. (Dr.) Shailendra Jain, Director cum Chairman IQAC
2. Professor Manjeet Singh Patterh, Electronics and Comm. Engg Deptt., Punjabi University, Patiala
3. Dr. Sunil Kumar Singla, Associate Professor, Thapar University, Patiala
4. Professor A.S. Arora, Dean (Academics)
5. Professor H.K. Chopra, Dean (Planning and Development) & Registrar
6. Professor P.K. Singh, Dean (Research and Consultancy)
7. Professor A.P. Singh, Electronics and Communication Engineering Department
8. Professor A.S. Dhaliwal, Physics Department
9. Professor Dhiraj Sud, Chemistry Department
10. Professor H.R. Ghatak, Chemical Engineering Department
11. Er. Amrik Singh, Associate Professor, Mechanical Engineering Department
12. Professor J.S. Dhillon, Member Secretary, IQAC

The following could not attend the meeting: -

1. Professor V. K. Rattan, Vice-Chancellor, GNA University, Phagwara
2. Professor T.S. Sidhu, Director, SBSCET, Ferozepur
3. Professor D.C. Saxena, Dean (Student Welfare)
4. Professor R.K. Saxena, Mechanical Engineering Department
5. Mr. D. N. Mishra, Head (T&P), ISGEC, Yamuna Nagar.

At the outset, the Member Secretary, Internal Quality Assurance Cell (IQAC) of the Institute welcomed the Chairman and all other members (external as well as internal) of the IQAC to the 5th meeting and thereafter the Agenda of the Meeting was taken up and following decisions were taken unanimously:

- 5.1 APPROVAL OF ANNUAL QUALITY ASSURANCE REPORT FOR THE PERIOD FROM 1ST JULY 2017 TO 30TH JUNE 2018 FOR UPLOADING ON THE INSTITUTE WEBSITE AND FORWARDING TO NAAC

The Annual Quality Assurance Report is approved with some modifications.

- 5.2 IDEA GENERATION, EVALUATION AND ACTION PLAN FOR INSTITUTIONAL DEVELOPMENT

After a detailed discussion among the members, Director, SLIET is authorized to constitute a committee of senior officers of the Institute, who

will call individual committees to come up with detailed plan and give presentation. The committee will furnish its recommendations to the Director, SLIET on each idea, suggesting the methodology to achieve the target in a time bound manner.

In addition to above, it was also discussed that the Community Centre would be much appropriate than the Kendriya Vidyalaya for opening of the Creche. The concerned committee may consider this point also while furnishing the detailed report.

5.3 FINALIZATION OF PROFORMA FOR ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) IN VIEW OF BOM DECISION VIDE AGENDA ITEM NO. 30.19

After considering the draft of proposed APAR, the committee believed it may be made quantitative by introducing self-assessment marking for activities and responsibilities. A committee of the following is constituted to review this APAR proforma and submit its report within 15 days:

1. Dean (FSW)
2. Dean (Academics)
3. HOD (EIE)
4. HOD (M&H)
5. Er. Amrik Singh, ASP (Mech. Engg.)
6. Dr. Raj Kumar Garg, A.P (EIE)

It was also approved to authorize Director, SLIET to approve the APAR proforma for timely implementation.

5.4 AQAR NEW REPORT FORMAT EFFECTIVE FROM ACADEMIC SESSION 2018-19

- It is decided that the Revised guidelines may be informed to all the concerned departments to prepare the data according to the guidelines.
- About ISO certification, it is decided to approach M&H Department to take necessary action for ISO certification, in consultation with Prof. Sanjay Marwaha, who had done lot of work in this direction in the past.
- For feedback proformas, Coordinator, IQAC informed that feedback proformas from all the students has already been taken-up using Google Forms and a committee is already constituted to design the proformas for faculty, employers, parents and alumni. The committee desired that work related to feedback may be completed at the earliest.
- About Parents Teacher Association, IQAC approved that Chief Counselor will prepare a chart for the Academic session, department wise along with schedule of parent teacher meet, twice in a

semester. This plan may be published in the Academic calendar as well as on the Institute website.

5.5 ACADEMIC & ADMINISTRATIVE AUDIT OF THE INSTITUTE

In view of NAAC guidelines, following is decided to complete academic and administrative audit:

- For academic audit, a committee consisting Dean (Academics), one senior Professor and one member from another department, not below the rank of Professor, may be constituted for academic audit on departmental level.
- For administrative audit, a committee consisting of Registrar, one senior professor and one external officer from Administration side may be constituted.

5.6 QUARTERLY MEETING OF IQAC CELL

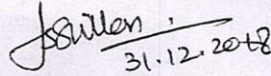
The IQAC noted the requirement of NAAC.

5.7 ANY OTHER ITEM WITH THE PERMISSION OF CHAIR

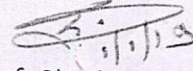
- The committee desired to organize seminars for the improvement of quality in the Institute. The Chairman, IQAC desired that a seminar on Teaching, Learning and Student employability may be organized by the M&H department of the institute, preferably in the month of February.
- A requirement register may be introduced in the Central Library, where the title of books, required for students, will be entered for future purchase. System related to accession of books in library may be strengthened.
- From implementation of total quality management (TQM) students in laboratories TQM, registers may be got printed and provided to the laboratories of all the departments, which would be maintained by the concerned technician. Director, SLIET is authorized to constitute a committee to design the format so that the same may be got printed and timely use of these registers may be ensured.
- A letter to Chairperson, SLIET Health Centre may be sent requesting to organize Health counseling Camps on psychology related matters. The experts/psychologies may be called from outside for assistance.
- The list of students allotted to teachers under Tutor Guardian and Student Mentorship Scheme may be uploaded on the Institute website for information of all the concerned.

- Keeping in view the important of IQAC Cell, the Chairman, IQAC told that necessary help would be provided for data analysis.

The meeting ended with a vote of thanks to the chair.


31.12.2018

(Prof. J. S. Dhillon)
Member Secretary, IQAC



(Prof. Shailendra Jain)
Director cum Chairman IQAC